

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, September 16, 2009

Time: 9:00 am – 12:24 pm

Members present: Char Fugett, Campus President, Mary Ann Martinez Sanchez, VP of Instruction, Nancee Sorenson, VP of Student Services, John Gillis, Division Dean, Terry Hawkins, Advanced Program Manager, Terry Bracamonte, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: Daniel Soza, Campus Director of Administrative Services

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Evening/Weekend Supervisor 	Coverage	Staffing issues for EC need further discussion	MAMS and Hawkins to develop procedure materials
<ul style="list-style-type: none"> • Signage and Office Hours 	District-wide changes	Need new signage for campus	Currently at Media Productions
<ul style="list-style-type: none"> • Adjunct Faculty Contracts Process 	Zero dollar contracts	Adjustments need to be made	D. Godoy has been asked to investigate the process
<ul style="list-style-type: none"> • Accreditation 	Nothing to report		
<ul style="list-style-type: none"> • College Plan 	Capturing all activities	Need to consolidate information	Hawkins to forward Tutoring information to Offret
<ul style="list-style-type: none"> • Campus Climate 	Response to All Campus Meeting	Need to continue discussions	Fugett and Offret to plan private sessions with staff
<ul style="list-style-type: none"> • Internal Controls Review Updating and Modifying Distance Education Courses 	VP Group developing processes	Information only	
<ul style="list-style-type: none"> • Professional Development Returning Veterans and Hidden Disabilities 	Review of conference by Sorenson	Handouts/update	
<ul style="list-style-type: none"> • Announcements and Reminders 	None		

<ul style="list-style-type: none"> • 40 Hour Workweek • Teamwork <p style="text-align: center;"><u>Area Updates</u></p> <p><i>Gillis</i> -Davis-Monthan visit with Bracamonte</p> <p><i>Sorenson</i> -Student Services remodeling update</p> <p><i>Martinez Sanchez</i> -Alleged campus assault</p> <p><i>Bracamonte</i> -Enrollments at NEC and SEC -SEC inventory and transition -NEC open house</p> <p><i>Hawkins</i> -Code of Conduct issues -Staff scheduling</p>	<p>Lunch breaks</p> <p>Continued cooperation</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Information only</p> <p>Some information may be better suited for district release</p>	<p>Fugett and MAMS to bring forward to Chancellor</p>
<p><i>Guests</i> Dina Doolen, Marketing and PR Coordinator</p> <p>George Ahlers, Campus IT Supervisor</p> <p>Leslie Hargrove, Learning Center Coordinator</p>	<p>Projects Science & Tech Park marketing Lecture Under the Stars EMT brochure</p> <p>Updates Quizmaster at NEC Student Services move-in AV laptop replacement</p> <p>Updates Self-paced courses ASL lab</p>	<p>Information only Banner access needed</p> <p>Information only</p> <p>Information only</p>	<p>Fugett, Soza and VPs will develop a strategy</p>

<p>Steve Asher, Campus Plant Manager</p> <p>Darla Brown, Director-UA South</p> <p>Next meeting: September 30</p>	<p>Study behavioral inventory Workshops Certification</p> <p>Updates Possible bathroom renovation Courtyard refurbishing Maintenance</p> <p>Update Enrollment at East Campus District-wide initiatives</p>	<p>Information only</p> <p>Information only</p>	
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